
Application Process

Overview

The purpose of the HOME application is to provide subsidies in the form of grants for the acquisition, development, rehabilitation, or refinancing of housing that is affordable to low and moderate-income people. Through this program, IHCDCA seeks to either improve the quality of existing housing stock in Indiana or increase the supply of quality affordable housing for Hoosiers.

The HOME application process has been designed to develop strong collaborative partnerships between qualified organizations and IHCDCA to meet the highest priority housing needs identified in the State of Indiana Consolidated Plan. To achieve this goal, IHCDCA commits to:

1. Provide quality technical assistance on each development from predevelopment to completion.
2. Allow organizations to submit their application after successfully completing their predevelopment process.
3. Respond to applications within 45 days.
4. Understanding each organization's housing goals and housing plan.
5. Provide written feedback analyzing a development's strengths, identifying concerns, and making recommendations to reduce risk.

This program is designed to give preference to applicants that:

1. Demonstrate they are meeting the needs of their specific community.
2. Attempt to reach low and very low levels of area median income.
3. Are ready to proceed immediately with their activity upon receipt of an award.
4. Revitalize existing neighborhoods.
5. Propose developments that are energy-efficient and are of the highest quality attainable within a reasonable cost structure.
6. Provide a means to build assets for individuals.
7. Demonstrate a history of high performance.
8. Integrate participation from other funding sources.
9. Encourage the use of Minority Business Enterprises and/or Women-Owned Business Enterprises.

In addition, IHCDCA encourages applicants to use Indiana contractors, employees, and products when planning their housing activities.

Application Submission Process

1. Contact your Community Development Representative to conduct a technical assistance and site visit.
2. Submit your organization's 10 month housing plan that meets the minimum criteria set forth in the Threshold section.
3. Submit your completed application with original signatures and tabbed attachments.
4. IHCDCA will respond within 45 calendar days of receipt regarding the status of your application.

Allocation Rounds

Applications will be accepted at any time during the following allocation rounds:

- **Round 1:** July 1, 2006 – August 31, 2006
- **Round 2:** October 1, 2006 – November 30, 2006
- **Round 3:** February 1, 2007 – March 30, 2007

Availability of Funds:

The amount of HOME funds available during each allocation round have been established using the following percentages:

- Round 1: 40% of available HOME funds
- Round 2: 30% of available HOME funds
- Round 3: 30% of available HOME funds

The amount of HOME funds allocated during each round may vary based on the amount of HOME funds de-obligated from previous rounds.

Application Review Process

1. Applications will be evaluated in accordance with:
 - a. Minimum Threshold requirements
 - b. Commitment to each Preference item
 - c. Policies described within the HOME application
2. Applications exceeding the minimum number of preference items will receive a higher consideration for funding.
3. Pre-Development and Seed Money loans will be allocated, within each allocation round, on a first come first serve basis. Pre-Development and Seed Money loans are *not* required to meet the minimum number of preference items as described in criteria number 6 of the Threshold requirements.
4. All applicants will receive written feedback analyzing their development's strengths, identifying concerns, and making recommendations for improvement and reduction in risk.
5. IHCD may contact an applicant after an application is submitted to request additional information and provide technical assistance on meeting the application requirements. During Rounds 1 or 2, if an applicant fails to respond before the end of the allocation round and/or before the funds available for that round run out, their application will be carried over to the next allocation round.

Unfunded Applications

Applications that are not funded during Rounds 1 or 2 will be given an opportunity to carry their application over to the next allocation round. Applications that are carried over to the next round will be given an opportunity to make revisions to their applications. IHCD Representatives will continue to provide technical assistance to applicants as they prepare for the following round.

Training Schedule

Application Workshop:

- June, 2006
- September, 2006

Award Trainings:

- September, 2006
- December, 2006
- April, 2007

Application Submission

The applicant must submit the following items to their Community Development Representative or the Community Development Coordinator:

- Via email, CD-ROM, or diskette:
 - One completed copy of the final application forms
- Via hard copy:
 - All forms that require original signatures
 - All supporting documents required in the tabs

All attachments should be separated by lettered tabs. See the Application Table of Contents, with the application forms, for a list of the contents of each tab and order of submission. Number each page of your tabs. The application should be bound with an appropriately sized binder clip and have the Application Cover Page as the cover.

All applicants must retain a copy of this application package. Applicants that receive funding will be bound by the information contained therein.

Where to Submit Your Application

All Applications should be submitted to the following address:

Attn: HOME Program
Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
Fax: (317) 232-7778

IHCDA's offices are located on the tenth floor of 30 South Meridian Street. A map showing IHCDA's location is available in the Appendices.

Technical Assistance and Site Visit

Successful affordable housing developments begin with a solid development plan. The planning process should include a careful assessment of local needs, the existing housing market, the involvement of the local community, a financial feasibility assessment, an implementation schedule, and an identification of resources.

If the planning process indicates that the proposed housing activity is feasible and that HOME may be a possible source of financing, the applicant must schedule a technical assistance meeting and site visit with one of the IHCDA Community Development Representatives serving that area of the state to discuss both the proposed development and IHCDA's application process. There will likely be many more applications submitted than IHCDA can fund during a given year. For this reason, applicants are urged to contact IHCDA early in the planning process to obtain guidance and technical assistance.

Application Workshop

At this workshop, IHCDA staff will review the requirements of the program, the published funding criteria and preferences, and how to complete the required forms. The HOME regulatory requirements will also be highlighted. Those organizations intending to submit an application for funding are strongly encouraged to attend. Reservations for these workshops are required and can be made [online](#) or by calling the Community Development Coordinator at (800) 872-0371.

Award Training

An in-depth Award Training will be held for all award recipients three times per year. At this training event, all of the regulatory requirements for administering funds, the required record keeping, and the forms and reports that must be submitted to IHCDA will be discussed. This session is strongly encouraged for all new applicants and those that have had difficulty administering awards in the past.

Along with their award documents, each recipient will also receive a 'report card' on their development. The report card will highlight what IHCDA sees as the most positive aspects of their proposal as well as issues of potential concern within the proposal. Based on this report card, the recipient may be either invited or required to attend one or more issue specific IHCDA training sessions as a part of their award conditions.

These classroom style trainings, which will be held two times per year in conjunction with the CDBG Award Workshops, will provide hands-on, issue specific training for small groups of recipients. Examples of potential trainings might include topics such as income verification, procurement, labor standards, source documentation, and fair housing.

Award Manual

The Award Manual outlines the requirements for administering IHCDA's HOME awards. Any applicant that would like a copy of the Award Manual may download a complete copy from [IHCDA's website](#). Award recipient, subrecipient, and award administrators will also receive one copy along with their award documents.

Request for Copies of Past Applications

Anyone wishing to obtain a copy of the application forms submitted by a funded applicant may submit a written request to IHCDA along with payment for copying and postage. For applications available and additional information or an estimate of the cost see [IHCDA's website](#) or contact IHCDA's Community Development Coordinator at (800) 872-0371.

Post-Award Administrator Procurement

Administrators of IHCDAs are often not identified on the HOME applications that are submitted to IHCDAs. When an award administrator is procured after an IHCDAs award is made, this entity must meet IHCDAs approval. An Award Administrator Approval Form must be completed and submitted to your Community Development Representative. The form is located in Exhibit A of the Policy Requirements chapter of the Award Manual. Additionally, neither applicants nor recipients may contract with a related party of an entity ineligible to participate in the funding cycle as a means of avoiding IHCDAs threshold requirements.

The award recipient must receive IHCDAs approval prior to executing a contract with the administrator. Failing to receive approval may jeopardize receiving reimbursement for claims involving work conducted by the award administrator.

Prior to signing a contract, the award recipient must also verify that the award administrator, whether identified in the application or approved by IHCDAs afterwards, is not on HUDs debarred list. This can be done by submitting the Contractor Verification Form (located in Exhibit C of the Procurement Procedures chapter of the Award Manual) to IHCDAs labor standards officer.

Allowable Pre-Agreement Costs

In an effort to improve the implementation timetable for federally funded activities, IHCDAs will allow applicants for funds from HOME to incur certain costs prior to receipt of an award from IHCDAs.

The costs listed in the chart below may be incurred by the applicant, subrecipient, or administrator procured by the applicant; however, these entities need to understand the level of risk that is involved by completing these actions. If an organization chooses to expend funds prior to receiving HOME award approval, IHCDAs is in no way obligated to provide funding for the development. The organization is assuming all of the risks associated with costs incurred prior to receiving a HOME award.

If an organization anticipates conducting either acquisition or construction/rehabilitation activities prior to receiving an award, they may request in writing to receive a "Pre-Award ROF Letter". This letter would indicate the date that the entire Environmental and Historic Review process was completed.

Costs for preparation of an application for funding are not eligible for reimbursement.

The following pre-agreement may be incurred by the applicant, subrecipient, or administrator procured by the applicant:

Type of Cost (Budget Line Item)	When Eligible Costs May Be Incurred	How Long You Have to Claim Cost	Requirements That Must be Met in Order to be Reimbursed
Administration	As of the Award Date	N/A	Must have received an IHCDAs award.
Environmental and Historic Review	Up to six months prior to the initial application date	One year from the date of initial application	N/A
Program Delivery	Up to six months prior to the initial application date	One year from the date of initial application	N/A
Acquisition	Up to six months prior to the initial application date	One year from the date of initial application	Must have completed entire Environmental and Historic Review Process (including approval from IHCDAs)
Construction or Rehabilitation	Up to six months prior to the initial application date	One year from the date of initial application	Must have completed entire Environmental and Historic Review Process (including approval from IHCDAs)

Recipients of HOME funds for an activity previously receiving a CHDO predevelopment or seed money loan will be allowed to request a drawdown to repay their loan regardless of the timing of the predevelopment activities.

HOME applicants have the following options with regards to eligible pre-agreement costs if the activity is funded by IHCD A:

1. The costs may be reimbursed from the HOME award given that all federal requirements were adhered to related to the costs incurred and any procurement of an administrator.
2. Program delivery costs or acquisition costs donated or paid from local funds may count towards the local match requirement under the HOME program.